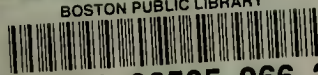


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INVENTORY OF
FEDERAL ARCHIVES
IN THE STATES

SERIES VIII
THE DEPARTMENT OF THE INTERIOR
NO. 20
MASSACHUSETTS

NATIONAL ARCHIVES PROJECT
WORKS PROCESS ADMINISTRATION

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives
Division of Women's and Professional Projects
Works Progress Administration

The National Archives
Cooperating Sponsor

SERIES VIII. THE DEPARTMENT OF THE INTERIOR
NO. 20. MASSACHUSETTS

Boston, Massachusetts
The National Archives Project
1938

PREFACE

The Inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nation-wide project of the Works Progress Administration from January 1, 1936 to June 30, 1937, and has been continued in Massachusetts since that date as a state project of the Administration.

The plan for the organization of the Inventory is as follows: Series I consists of reports on the administration of the Survey, acknowledgments, and general discussions of the location, condition, and content of federal archives in the states. Succeeding series contain the detailed information secured by workers of the Survey, in inventory form, a separate series number being assigned to each of the executive departments (except the Department of State) and other major units of the Federal Government. Within each series No. 1 is a general introduction to the field organization and records of the governmental agency concerned; the succeeding numbers contain the inventory proper, separate numbers being assigned to each state in alphabetical order. Thus, in each series, the inventory for Alabama is No. 2, that for Arizona No. 3, that for Arkansas No. 4, etc.

For each local office information regarding each series, or unit of related records, is presented in the following order: title, inclusive dates ("to date" indicating an open file at the time the information was secured), general description of informational content, description of the system of filing or indexing (if any), a statement of frequency and purpose of use, form of the record itself (bound volumes, sheets in folders, etc.), linear footage, description of the containers, physical condition of the records (not stated if satisfactory), location by room number or other identifying information, and finally, the number of the Form 58SA on which this information was originally recorded by a Survey worker and from which it was abstracted for the Inventory. This form is on file in The National Archives. When it contains substantial information on addenda sheets which has not been included in the mimeographed abstract, indication of this is given by use of the reference "See addenda."

In Massachusetts the work of the Survey has been under the direction of Mr. J. W. McElroy. This inventory of the records of the Department of the Interior in Massachusetts was prepared in the Boston office of the Survey, and was edited before final typing by Miss Elizabeth Edwards of the Washington office.

J. W. McElroy,
Formerly Regional Director
of the Survey of Federal Archives
and Supervisor of the National
Archives Project in Massachusetts

Boston, Massachusetts
May 4, 1938

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GEOLOGICAL SURVEY

BOSTON

WATER RESOURCES BRANCH, DIVISION OF SURFACE WATER
OFFICE OF THE DISTRICT ENGINEER, DISTRICT 1
Post Office and Court House Bldg., Post Office Sq.

The Water Resources Branch of the Geological Survey has maintained a district office in Boston since 1906. Originally occupying part of the Custom House, in September 1933 the agency changed its location to the ninth floor of the Post Office and Court House Building. Operations include investigations of the quantity, distribution, availability, mineral analysis, and utilization of water resources in the first district of the Survey, which comprises all the New England States except Connecticut. Current records are kept in drawers of metal filing cases and are reasonably safe and readily accessible; the inactive and obsolete records, many of which are covered with dust and dirt, are stored on shelves and in various containers in a storeroom.

Correspondence

1. MISCELLANEOUS CORRESPONDENCE, Dec. 18, 1905 - Dec. 2, 1920; July 1, 1925 - June 30, 1935. Concerning gaging stations, cost sheets, contracts, leases, property reports, bills of lading, and personal matters; also technical data, maps, graphs, and field notebooks. Filed by subject. Index. (To 1920, never; from 1925, semi-annually.) 9 x 12 folders, 4 ft. 11 in., on steel shelf and in 2 transfer cases. Dirty, torn, scattered, ink faded. R. 949. (4316, 4348)
2. NEWS LETTERS, May 24, 1915 - Feb. 13, 1922. Letters issued monthly from Washington containing information and instruction for the division. Filed chronologically. (Never.) 9 $\frac{1}{2}$ x 14 envelopes, 2 in., on metal shelf. Dirty, scattered, ink faded. R. 949. (4815)
3. CORPORATION CORRESPONDENCE, May 9, 1930 to date. With Army engineers and corporation officials in New England and New York, concerning activities of Survey. Filed alphabetically. Index. (Daily, official.) 9 x 12 folders, 1 ft. 8 in., in drawer of metal filing case. R. 945. (4857)
4. GENERAL CORRESPONDENCE, July 1, 1932 to date. Between Washington and branch stations concerning general activities. Filed by subject. 5 x 8 card index, 1 ft. 4 in. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of metal filing case. R. 945. (4855)

5. FISCAL YEAR CORRESPONDENCE, July 1, 1934 to date. Pertaining to appropriations, contract leases, floods, and WPA projects; also press releases. Filed by subject. Index. (Daily, official.) 9 x 12 folders, 3 ft. 3 in., in 3 drawers of metal filing case. R. 945. (4856)

Personnel Records

6. PERSONNEL FILE, Sept. 21, 1931 to date. Applications, requests, appointments, transfers, and registrations. Filed by subject. (Daily, official.) 9 x 12 folders, 1 ft., in metal drawer. R. 945. (4861)

Financial and Accounting Records

7. APPROPRIATIONS, July 1, 1903 - June 30, 1907. Ledger accounts of appropriations and expenditures for salaries, and expense accounts. Filed alphabetically. (Never.) 9 x 14 vols., $2\frac{1}{2}$ in., on metal shelf. Bindings broken, pages dirty. R. 949. (4850)

8. MISCELLANEOUS RECORD BOOKS, Dec. 12, 1905 - Nov. 30, 1909; Jan. 5, 1920 - Mar. 3, 1932. Form 9-389, bills of lading, invoices; information on personnel, stations established, stations discontinued, and cost of surveys. Filed by subject. (Never.) 8 x 10 vols., 3 in., on metal shelf. Bindings broken, pages torn, dirty. R. 949. (4852)

9. STREAM GAGING ALLOTMENTS AND COST-KEEPING DATA, July 1, 1920 - June 30, 1934. Form 9-216, summaries of expenses and costs of gaging stations, compiled from reports sent from the stations. Filed chronologically. (Seldom, official.) $9\frac{1}{2}$ x $12\frac{1}{2}$ envelopes, 7 in., on metal shelf. Dirty, ink faded. R. 949. (4812)

10. PUBLIC VOUCHERS, July 1, 1920 to date. Forms 9-272, 1012A, 1018E, and 1034A, vouchers for purchases, services, reimbursements for travel and expenses incurred by the junior engineers while gaging streams in Vermont, Massachusetts, and New Hampshire. Filed chronologically. (Occasionally, official.) 9 x $12\frac{1}{2}$ envelopes, 3 ft. 9 in., on metal shelf and in 2 drawers of metal filing case. Dirty. Rs. 945 and 949. (4832, 4860)

11. EXPENSE ACCOUNTS, July 1, 1923 - June 30, 1935. Forms 9-216, and 9-272, and 1034A, vouchers and expense accounts submitted by district engineer and staff. Filed by subject. Index. (Semiannually, official.) 9 x 12 folders, 2 ft., in cardboard file drawer. Dirty. R. 949. (4825)

12. LEDGER SHEETS, July 1, 1935 to date. Form 1015B, allotments for gaging streams and expenses incurred, with related correspondence. Filed chronologically. (Daily, official.) 9 x 12 pockets, 1 ft. 2 in., in 2 drawers of metal filing case and on metal shelf. Rs. 945 and 949. (4854, 4859)

13. INSPECTION CARDS, Oct. 1, 1934 to date. Form 9-176C, monthly inspection reports of conditions at gaging stations made by office of district engineer. Filed alphabetically. (Daily, official.) $3\frac{1}{2} \times 5\frac{1}{2}$ cards, 5 in., in 2 drawers of metal card cabinet. R. 945. (4820)

Functional Records

14. COMPARISON OF RATING CURVES, 1900 - 1911. Charts and graphs of ice measurements, discharge, gage height, and mean velocity. Filed geographically. (Never.) 21×36 charts, 1 in., on metal shelf. Damaged by careless handling, brittle, dirty, ink faded. R. 949. (4830)

15. DISCONTINUED STATIONS, July 1, 1901 - June 30, 1929. Records of discontinued stations, gage heights, precipitation, current meter and discharge measurements, observation notes, charts, and correspondence. Filed alphabetically. (Rarely, official.) 9×12 envelopes and folders, 8 ft., in 4 cardboard transfer cases. Dirty, ink faded. R. 949. (4818)

16. DEFICIENCY TABLES, Oct. 1, 1901 - Sept. 30, 1935. Form 9-217, summary of days of deficiency, and time percentages of water discharge for rivers and lakes having gage recording equipment. Filed alphabetically. Index. (Weekly, official.) 9×12 folders, 1 ft. 2 in., in drawer of metal filing case. Dirty. R. 947. (4803)

17. DESCRIPTION OF RIVER STATIONS, Mar. 3, 1903 - Nov. 3, 1904. Form 9-199, location of stations, dates of establishment, kinds and amounts of equipment provided. Entered alphabetically. (Never.) 10×14 vols., 4 in., on metal shelf. Torn, bindings broken, ink faded. R. 949. (4851)

18. TRAVERSE BOOK, Apr. 6, 1903 - Dec. 31, 1909. Forms 9-903, 9-904, 9-918, observations by field workers of existing conditions at gaging stations. Entered geographically. (Never.) 5×7 and $4 \times 6\frac{1}{2}$ vols., 6 in., on metal shelf. Damaged by careless handling, dirty, torn, bindings broken, ink faded. R. 949. (4847)

19. DISCHARGE MEASUREMENTS, Apr. 1, 1904 to date. Tabulations based on surveys to determine water supply of rivers, showing the place and time of survey, and quantity of water passing a given point. Filed alphabetically. (Daily, official.) 5×8 papers, 18 ft. 8 in., in 5 drawers of metal filing cases. R. 945. (4865)

20. ACTIVE STATIONS, Apr. 1, 1904 to date. Forms 9-175, 9-220B, and 9-220E, correspondence between observers and district engineer, including charts and blueprints. Filed alphabetically. Index. (Semi-annually, official.) 9×12 folders, envelopes, and pockets, 18 ft., in 9 cardboard transfer cases. R. 949. (4831)

21. GAGING STATION RECORDS, Apr. 1, 1904 to date. Forms 9-192A, 9-212B, 9-215, 9-279B, reports, tabulations, charts; and correspondence with field workers and district engineer. Filed alphabetically. Index. (Daily, official.) 9×12 folders, 19 ft. 8 in., in 12 drawers of metal filing cases. R. 945. (4822)

22. LEVEL NOTES, Oct. 13, 1909 to date. Form 9-276, notes on bench marks, high and low levels on rivers and lakes. Filed alphabetically and geographically. (Daily, official.) 5 x 8 loose papers, 1 ft. 10 in., in 2 drawers of metal filing case. Dirty, ink faded. Rs. 945 and 949. (4829, 4862)
23. ANNUAL REPORTS, July 1, 1915 - June 30, 1934. Copies of reports to Washington, containing list of classified employees and data on stream gaging work. Filed chronologically. (Seldom, official.) $3\frac{1}{2}$ x 11 bundles, 3 in., in cardboard transfer case. Dirty, ink faded. R. 949. (4811)
24. MONTHLY REPORTS, Apr. 30, 1915 - June 30, 1934. Forms 9-171, 9-214, 9-245, copies of reports on stream gaging works. Filed chronologically. (Seldom, official.) $8\frac{1}{2}$ x 11 bundles, 1 ft. 9 in., in cardboard transfer case. Dirty, ink faded. R. 949. (4810)
25. DAILY REMINDER, Jan. 1, 1918 - Dec. 30, 1933. Notations on station activities used in compiling monthly reports. Entered chronologically. (Never.) 4 x 7 and $4\frac{1}{2}$ x $5\frac{1}{2}$ vols., 1 ft. 1 in., on metal shelf. Dirty, ink faded. R. 949. (4853)
26. SPECIAL STUDIES, July 1, 1925 - June 30, 1935. Compilations from reports, observations, discussions, and experimental studies. Filed by subject. (Seldom, official.) 9 x 12 folders, 2 ft., in cardboard transfer case. Dirty, ink faded. R. 949. (4817)
27. 1927 FLOOD DATA, Nov. 16, 1927 - Apr. 2, 1930. Form 9-1978, station descriptions, precipitation reports, flood-investigating committee records, and correspondence. Filed by subject. Index. (Rarely, official.) 9 x 12 folders, 1 ft., in cardboard transfer case. Dirty, ink faded. R. 949. (4819)
28. WATER POWER REPORTS, Nov. 28, 1930 to date. Including correspondence with Washington concerning water power of rivers in first district. Filed alphabetically. (Daily, official.) 9 x 11 pockets, 10 in., in drawer of metal filing case. R. 945. (4821)
29. FIELD WORKER'S SUMMARY BOOK, Oct. 5, 1932 to date. Forms 9-207, 9-213, summaries of field workers reports concerning conditions at gaging stations. Filed alphabetically. (Daily, official.) 9 x 11 loose-leaf books, 4 in., on table. R. 945. (4809)
30. RECORDER CHARTS, Oct. 1, 1933 - Sept. 30, 1934. Charts from automatic gage recorder showing high and low water discharge at stations. Filed alphabetically. Index. (Weekly, official.) 9 x 12 folders, 1 ft. 10 in., in drawer of metal filing case. R. 947. (4836)
31. GAGE HEIGHT BOOKS, Oct. 1, 1934 to date. Form 9-175, general observations and tabulations of water height at river and lake gage stations. Entered alphabetically. (Daily, official.) 4 x 6 vols., 1 ft. 2 in., in drawer of metal card cabinet. R. 945. (4864)

32. GAGE HEIGHT CARDS, Oct. 1, 1934 to date. Form 9-176, copies of weekly observations of heights of rivers and lakes. Filed alphabetically. Index. (Daily, official.) $3\frac{1}{2}$ x 6 cards, 1 ft., in 2 drawers of metal filing case. R. 945. (4863)

Miscellaneous Records

33. NEWSPAPER CLIPPINGS, Apr. 1, 1904 - Nov. 1, 1906. Items clipped from New England newspapers concerning measurement of rivers, water supply facilities, power companies, and hydrographic surveys. Entered by subject. (Never.) 9 x 11 vols., $1\frac{1}{4}$ in., on metal shelf. Damaged by faulty containers, dirty, torn, bindings broken, ink faded. R. 949. (4849)

34. PHOTOGRAPHS, Oct. 14, 1910 - Aug. 15, 1914. Sepia photographs of gaging stations and locations, with notations concerning same. Filed geographically. (Never.) 9 x 11 photograph album, 2 in., on metal shelf. Dirty. R. 949. (4848)

35. PUBLIC WORKS ADMINISTRATION FILE, Sept. 13, 1933 - Jan. 7, 1934. Copies of correspondence, weekly and monthly reports to Washington, concerning employment, estimates, and cost of construction work. Filed by subject. Index. (Daily, official.) 9 x 12 folders and envelopes, 8 in., in drawer of metal filing case. R. 945. (4858)

36. CWA AND FERA PROJECTS, Dec. 1, 1933 to date. Correspondence, circular letters, and reports concerning applications, assignments, travel authorizations, pay rolls of Federal project 3894, and State projects 2238 and 6311-1 in Massachusetts and New Hampshire. Filed by subject. Index. (Daily, official.) 9 x 12 folders, 1 ft. 4 in., in 2 drawers of metal filing case. R. 945. (4824)

37. WPA PROJECTS, June 7, 1934 to date. Circular letters, allotments, travel authorizations, proposals, pay rolls, encumbrances, project approvals, and cancellations of projects. Filed by subject. Index. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. R. 945. (4823)

NATIONAL PARK SERVICE

Massachusetts is a part of region one which has its headquarters in Richmond, Virginia; it reports directly to Bronxville, New York, as district headquarters. A planning and state cooperation office for the region was established in Springfield on February 15, 1935, but it was discontinued a year later and its records were sent to the district office at Bronxville. Since 1933, the various conservation and relief acts have enabled the National Park Service to cooperate actively with state and county parks. The purchase of Derby Wharf and its vicinity in Salem, to which the Commonwealth of Massachusetts contributed \$50,000, established the first nationally owned historic site in Massachusetts.

BOSTON

BRANCH OF PLANNING AND STATE COOPERATION DISTRICT A OFFICE 211 Congress St.

On February 1, 1936, district headquarters were set up at 150 Congress Street, Boston. Five months later the agency moved to room 904, Congress Building, 211 Congress Street. Since the survey of its archives, made in November 1936, this office has moved to the Custom House, 178 Derby Street, Salem, where the records herein described are now located.

38. DAILY YELLOW CORRESPONDENCE, Feb. 1, 1936 to date. Office copies of outgoing mail pertaining to activities of agency. Filed chronologically. (Daily, official.) 10 x 15 folders, 1 ft., in drawer of metal filing case. R. 904. (9052)

39. DISTRICT OFFICE CORRESPONDENCE, Feb. 1, 1936 to date. Pertaining to the operation of camps and recreation parks cooperating with the state planning board; also inspector's monthly reports. Filed chronologically. (Daily, official.) 10 x 15 folders, 1 ft. 8 in., in drawer of steel filing case. R. 904. (9061)

40. CORRESPONDENCE, Feb. 1, 1936 to date. Letters between Department of the Interior and superintendents of projects concerning completed projects. Filed geographically. (Daily, official.) 10 x 15 folders, 1 ft. 8 in., in drawer of metal filing case. R. 904. (9029)

41. PUBLICITY, Feb. 1, 1936 to date. Correspondence with state, city, and town park authorities of New England, concerning historical locations and methods of bringing them to public attention. Filed geographically. (Daily, official.) 10 x 15 folders, 1 ft. 8 in., in drawer of metal filing case. R. 904. (9083)

42. FORESTRY CORRESPONDENCE, Feb. 1, 1936 to date. Pertaining to field activities of foresters. Filed chronologically. (Daily, official.) 10 x 15 folders, 1 ft., in drawer of steel filing case. R. 904. (9058)

43. CORRESPONDENCE, Feb. 1, 1936 to date. Forms SPECW-10, reports pertaining to work allotments for CCC camps, and letters. Filed numerically. (Daily, official.) 10 x 15 folders, 1 ft. 8 in., in drawer of metal filing case. R. 904. (9115)

44. MEMORANDA, Feb. 1, 1936 to date. Memoranda and bulletins from department headquarters pertaining to progress of projects, and notes on allotted funds. Filed chronologically. (Daily, official.) 10 x 15 folders, 1 ft. 3 in., in drawer of metal filing case. R. 904. (8974)

45. CORRESPONDENCE, Feb. 1, 1936 to date. Letters of Department of the Interior concerning progress of work at CCC camps in New England. Filed numerically. (Daily, official.) 10 x 15 folders, 1 ft. 10 in., in drawer of metal filing case. R. 904. (9046)

46. CORRESPONDENCE, Feb. 1, 1936 to date. With superintendents of CCC camps in New England concerning camp activities. Filed by state or national park. (Daily, official.) 10 x 15 folders, 4 ft., in 2 drawers of metal filing case. R. 904. (9116)

47. EQUIPMENT CORRESPONDENCE, Feb. 1, 1936 to date. Pertaining to office supplies and equipment used on various projects. Filed chronologically. (Daily, official.) 10 x 15 folders, 1 ft., in drawer of metal filing case. R. 904. (9057)

48. MAINE CAMPS, Feb. 1, 1936 to date. Correspondence pertaining to work camps under jurisdiction of this agency, with maps and blueprints showing areas where work is in progress. Filed by names of camps. (Daily, official.) 10 x 15 folders, 1 ft. 3 in., in drawer of metal filing case. R. 904. (9059)

49. APPLICATIONS FOR EMPLOYMENT, Feb. 1, 1936 to date. Showing name, address, education and experience of applicant. Filed chronologically. (Daily, official.) 10 x 15 folders, 1 ft., in drawer of metal filing case. R. 904. (9056)

50. BILLS OF LADING, Feb. 1, 1936 to date. Forms 1058, records of acknowledgments that certain articles have been received and accounted for by this office. Filed chronologically. (Daily, official.) 10 x 15 folders, 6 in., in drawer of metal filing case. R. 904. (9060)

51. HISTORIANS' FILE, Feb. 1, 1936 to date. Data relative to historical parks, sites, and monuments, with circulars detailing brief history of each. Filed by subject. (Daily, official.) 10 x 15 folders, 1 ft. 3 in., in drawer of metal filing case. R. 904. (9055)

BOSTON

BRANCH OF PLANNING AND STATE COOPERATION
PROCUREMENT OFFICE
Metropolitan District Commission Bldg.
20 Somerset Street

The State Park Division of the National Park Service established its Boston office on October 1, 1933. It was reorganized on April 4, 1935 as the procurement office for the Branch of Planning and State Cooperation.

52. PURCHASES, Jan. 1, 1933 to date. Requisitions, purchase orders, invoices, and copies of paid vouchers. Filed numerically. (Daily, official.) 9 x 12 folders, 22 ft., in 11 drawers of metal filing cases. R. 308. (8980)

53. MISCELLANEOUS RECORDS, July 16, 1933 to date. Entire records of Chicopee, Fall River, and Metropolitan District Commission procurement offices. Filed alphabetically. (Seldom, official.) 9 x 12 folders, 8 in., in 4 drawers of metal transfer case. R. 308. (9034)

54. WORK PROGRESS REPORTS, Oct. 1, 1933 to date. Monthly reports of CCC camp activities, including amount of money expended and estimates of amount needed. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of metal transfer case. R. 308. (8981)

55. CONTRACTS, Oct. 1, 1933 to date. Forms 33, 36, 1036, 1006, C1, records of materials, supplies, and services, abstracts of bids for work and supplies, and pertinent correspondence. Filed numerically. (Seldom, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. R. 308. (9117)

56. MISCELLANEOUS RECORDS, Apr. 1, 1935 to date. Bills of lading and records of office equipment purchases. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of metal filing case. R. 308. (9121)

57. PAYROLLS, Apr. 1, 1935 to date. Form 11013F, copies of payrolls, showing all employees' salaries and times allotted for sick leave. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 1 ft., in drawer of metal filing case. R. 308. (9036)

58. COST REPORTS, Apr. 1, 1935 to date. Forms SPCW 10, 10-331, records of operating costs of CCC camps. Five copies are made: original is sent to Washington, D.C., one copy is retained, and others are sent to regional office, administration inspector, and to camp superintendent concerned. (Occasionally, official.) 9 x 12 folders, 10 in., in drawer of metal filing case. R. 308. (9128)

59. COST RECORDS, Apr. 1, 1935 to date. Expense records of various projects and CCC camps. Filed chronologically. (Daily, official.) 9 x 12 loose-leaf books, 2 ft., in drawer of desk. R. 308. (9031)

60. ENCUMBRANCE RECORDS, Apr. 1, 1935 to date. Form SPE-1, showing purchases and expenditures of this office for CCC camps. Filed numerically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of wooden filing case. R. 308. (9106)

61. EQUIPMENT, Apr. 1, 1935 to date. Form 10-191, record of non-expendable property in CCC camps for which this department is accountable. Filed alphabetically. (Frequently, official.) Loose-leaf books and bundles, 2 ft. 6 in., on top of metal cabinet. R. 308. (9118)

62. PROJECTS, Apr. 1, 1935 to date. Reports on pending, approved, and completed projects at CCC camps. Filed numerically. (Occasionally, official.) 9 x 12 folders, 6 ft., in 3 drawers of metal filing case. R. 308. (9119)

63. CORRESPONDENCE, Apr. 1, 1935 to date. Letters from CCC camps, contractors, and the public, concerning supplies, equipment, and camp activities. Filed numerically. (Daily, official.) 9 x 12 folders, 2 ft. 8 in., in 2 drawers of metal filing case. R. 308. (9032)

64. COPIES OF OUTGOING MAIL, Apr. 1, 1935 to date. Pertinent to Massachusetts CCC camps. Filed chronologically. (Daily, official.) 9 x 12 folders, 10 in., in drawer of metal filing case. R. 308. (9120)

65. TIME SHEETS, July 1, 1935 to date. Record of time worked by Department employees in Massachusetts. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 10 in., in drawer of metal filing case. R. 308. (9113)

66. PERSONNEL RECORDS, Oct. 1, 1935 to date. Forms 1-612, 1-216, 1-325, 6-8327, records of office and CCC camp personnel. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 ft., in 3 drawers of metal filing case. R. 308. (9041)

67. UNLIQUIDATED ENCUMBRANCES, July 1, 1936 to date. Bills outstanding for items distributed to CCC camps. Filed numerically. (Occasionally, official.) 9 x 12 folders, 8 in., in drawer of metal filing case. R. 308. (9030)

68. ALLOTMENT LEDGER, July 1, 1936 to date. Form 1015-A, showing allotments, disbursements, and collections pertaining to Massachusetts CCC camps. Filed numerically. (Occasionally, official.) 10 x 16 loose-leaf books, 1½ in., on metal filing case. R. 308. (9035)

69. CURRENT ORDERS, Aug. 1, 1936 to date. CCC records of unpaid invoices covering materials. Filed numerically. (Daily, official.) 9 x 12 folders, 10 in., in drawer of metal filing case. R. 308. (9033)

CAMBRIDGE

BRANCH OF PLANNING AND STATE COOPERATION RECREATIONAL DEMONSTRATION PROJECTS 1430 Mass. Ave.

The Land Acquisition Unit began operation in Massachusetts in November 1936. Its work consists of locating and verifying titles, deeds, and records of property, and of obtaining options on property pending acquisition by the United States Government for recreational demonstration purposes.

The Park, Parkway and Recreational Area Study was authorized in June 1936, but work in Massachusetts did not begin until January 16, 1937. Offices were located originally at 211 Congress Street, Boston, but since April 1, 1937 they have been in Cambridge.

Land Acquisition Unit

70. CLOSED ACQUISITIONS, BEAR BROOK AND BEACH POND PROJECTS, Nov. 1, 1936 to date. Copies of deeds, records of property, and options on property acquired by the United States for recreational demonstration purposes, and related correspondence. Filed numerically. (Daily, official.) 10 x 15 folders, 6 in., in drawer of metal filing case. R. 408. (541)

71. PENDING ACQUISITIONS, BEACH POND PROJECT, Nov. 1, 1936 to date. Copies of deeds, options, and records of Beach Pond property pending acquisition by the United States for recreational demonstration purposes, with pertinent correspondence. Filed numerically. (Daily, official.) 10 x 15 folders, 8 in., in drawer of metal filing case. R. 408. (540)

72. PENDING ACQUISITIONS, BEAR BROOK PROJECT, Nov. 1, 1936 to date. Copies of deeds, records of property, and options on Bear Brook property pending acquisition by the United States for recreational demonstration purposes, with pertinent correspondence. Filed numerically. (Daily, official.) 10 x 15 folders, 1 ft. 7 in., in drawer of metal filing case. R. 408. (539)

Park, Parkway and Recreational Area Study

73. CORRESPONDENCE, Jan. 16, 1937 to date. From headquarters, planning boards in New England, and Federal agencies concerning recreational studies. Filed by subject. (Daily, official.) 9 x 12 folders, 9 in., in drawer of metal filing case. R. 408. (537)

74. OUTGOING CORRESPONDENCE, Jan. 16, 1937 to date. Copies of correspondence from this office to headquarters, various planning boards in New England, and other Federal agencies, concerning recreational studies. Filed chronologically. (Daily, official.) 8 x 10¹/₂ loose-leaf books, 3 in., in drawer of metal filing case. R. 408. (538)

